



MUSCOGEE (CREEK) NATION

Personnel Services – P.O. Box 580 – Okmulgee, OK 74447 – (918) 732-7827

JOB OPPORTUNITY

JOB TITLE: DRIVER/CUSTODIAN

SALARY RANGE: NEGOTIABLE

LOCATION: MUSCOGEE (CREEK) NATION HEADSTART
OKMULGEE, WILSON

JOB DUTIES: Under the supervision of the Center Supervisor, the Driver/Custodian works as a team member. Operates a bus on a daily basis to transport students to and from the Head Start Center to field trips and other activities. Plans route so that the bus route is limited to one hour round trip. Keep and maintain child pick-up list. Keep and maintain mileage sheet, travel log and gas card receipts. Delivers and retrieves supplies and equipment at the Creek Nation complex and/or offices as requested by the teacher, center supervisor, or coordinator and specialist manager. Daily pre-trip inspection: checks front end, oil, radiator, battery, tires and belts in order to maintain motor vehicle used in transporting of students and staff. Responsible for sweeping, bleaching interior, moping and vacuuming building, bus/van, and equipment on a daily basis to maintain the cleanliness of both. Perform all other related duties as assigned by the center supervisor or manager.

JOB QUALIFICATIONS: *Minimum requirements:* High school diploma or GED with good driving record. Two (2) years experience using power tools, lawn care and general knowledge of building construction. Must obtain an Oklahoma Bus Drivers Certificate, CDL, CPR and First Aide Certificate. Must possess a valid driver's license. Must submit to and pass all necessary background checks and drug testing.

***COMPLETED EMPLOYMENT APPLICATION IS REQUIRED**

INDIAN PREFERENCE

CLOSING DATE: SEPTEMBER 29, 2006

SEND APPLICATIONS TO: Muscogee (Creek) Nation Personnel Services
P.O. Box 580
Okmulgee, OK 74447
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